

PRIVACY POLICY

Introduction

Myrle Winchester Accounting (Pty) Ltd trading as Accounting Plus understands the importance of protecting your personal information and values and respects such information.

This privacy policy describes how we collect and use your personal information and with whom we share it and your rights in relation to your personal information.

This applies to your personal information that we collect during your interactions with us through either our website, in writing, orally or personal information that we may collect offline or receive from 3rd parties.

What information we collect

Accounting Plus is subject to the Protection of Personal Information Act, No.4 of 2013 (POPI), the main objectives of which shall be adhered to. Personal information is defined in POPI as information relating to identifiable, living natural persons, and where applicable, an identifiable, existing juristic person.

Depending on how you interact with Accounting Plus, personal information we collect may include but without limitation:

- Full names
- Date of birth
- Addresses
- Email addresses
- Telephone numbers
- Employment details
- Banking details
- Owned properties e.g. Vehicle VIN numbers, Erf numbers
- Race or ethnicity
- Various registration numbers with SARS
- Correspondence that would reveal the identity of the data subject

We may also collect other information that does not personally identify you. Such other information includes browser and device information, website usage data, IP addresses, demographic information such as geographic location, home language and information collected through cookies and other technologies or information that has been anonymised or aggregated. If we link this information with your personal information, we will treat such linked information as personal information. You may choose not to provide personal information to Accounting Plus when requested.

How we collect personal information

We collect personal information directly from you when you apply for our services. We may also collect personal information from the South African Revenue Services, the Companies and Intellectual Properties Commission or the Labour department, in order to perform the services you have engaged us for.

How we use your information

We will use your personal information only for the purposes for which it has been collected and agreed to with you. This may include:

- Bookkeeping
- Payroll processing
- Financial statement compilations or reviews
- Registration, completion and submission of the various types of tax returns
- Workmen's Compensation Commission return of earnings submissions or registrations
- Registration and submission of Unemployment Insurance Fund returns and documents.
- Updating our records to keep your contact details up to date
- Responding to your requests or enquiries
- Obtain feedback from you about our services
- We engage in these activities with your consent or for our legitimate business interest
- To manage our contractual relationship with you and to comply with legal and statutory obligations that we subscribe to which apply to us, or when it is otherwise allowed by law.

Disclosure of your personal information

We may disclose your personal information to our preferred service providers whose services and products you elect to use. We may also share your personal information with, and obtain information about you from third parties for the purposes listed above. We may also disclose your personal information where we have a duty or right to disclose in terms of applicable legislation, the law or industry codes or where it may be necessary to protect our rights.

Safeguarding your personal information

The POPI Act requires us to adequately protect the personal information we hold and to avoid unauthorised access and use of your personal information. We will continuously review our security controls and processes to ensure that your personal information is secure.

Your rights to access and correction of your personal information

You have the right to access the personal information we hold about you. You also have the right to ask us to update, correct or delete your personal information. We will take all reasonable steps to confirm your identity before providing details of your personal information or making changes to your personal information.

You can contact us at the numbers or addresses listed below and request the information you would like:

Information Officer: Myrle Winchester

Telephone: 0787033220

Address: 17 Bonteberg street, Helderkruijn, Roodepoort, 1724

Email address: myrle@accountingplus.co.za

Website: www.accountingplus.co.za

Please note that a request for information may be subject to payment of a predetermined amount.

Changes to this policy

Please note that we may amend this policy from time to time. Please check our website periodically to inform yourself of any changes.

